

# **CITY OF TUALATIN**

## **Classification Description**

**Job Title:** City Manager  
**Department:** Administration  
**Reports To:** City Council  
**FLSA Status:** Exempt  
**Prepared Date:** October 14, 2005

**SUMMARY:** Directs and coordinates administration of the city government in accordance with policies determined by the City Council by performing the following duties personally or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

Ensures Council policies and directives are carried out.

Advises the Council of financial condition, current and future City needs, current and pending legislative actions and how it will affect the City. Provides professional advice on all matters impacting City services. Treats all Councilors equally in terms of information dissemination.

Appoints department heads and staff as provided by local ordinances and the City Charter.

Supervises activities of departments performing all City functions such law enforcement, community development, construction of public works, risk management, and purchase of supplies and equipment.

Prepares and submits annual budget estimates for approval. Administers the adopted budget.

Plans for future development of City infrastructure to service population growth and expansion of public services.

Attends regular Council meetings; prepares and presents staff reports and recommendations.

Represents the City at various professional, citizen and civic events.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

**SUPERVISORY RESPONSIBILITIES:** Manages subordinate managers who supervise employees all City departments. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises non-supervisory employees.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

**COMPETENCY:** To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason and logic even when dealing with emotional topics.

Oral Communication - Speaks clearly and persuasively in all situations; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Contributes to building a positive team spirit; Able to build morale and group commitments to goals and objectives; Supports efforts to succeed at all levels of the City organization.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff.

Quality Management - Looks for ways to improve and promote quality of City service delivery; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Sets goals and objectives; Develops realistic action plans.

Adaptability - Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.

Change Management - Manages and adapts to changes, unexpected events, and personnel or Council changes; Creates and executes a smooth transition process or procedure.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** Bachelor's degree (B. A.) from four-year college or university; and five years related experience as a City Manager or Assistant City Manager; or equivalent combination of education and experience.

**Language Skills:** Ability to read, analyze, and interpret common technical and trade journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and area.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software. General knowledge of integrated information systems design and development.

**Residency:** Residency within the City limits of Tualatin is required by the Tualatin City Charter.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms.

The noise level in the work environment is usually moderate.